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29 April 1958

MEMORANDUM FOR: Records Management Staff, (Attention:)

25X1

SUBJECT: Misuse of Forms No. 108 and 109 Recently Noted.

1. As you know I am doing a survey to find unused or seldom used safes which can be returned to Logistics. On 25 April 1958 I examined approximately 1,500 Security Check Sheets (Form No. 108) which were collected by Office of Security during April 1958. There was an equal number of Security Officer Check Sheets (Form No. 109) mixed in with them. Although my survey covered only about one-tenth of the total possible I'm sure you will be interested in the following by-product findings I came up with:

- a. Only one side of Form No. 108 was used on about 10% of these turned in, despite the fact both sides are printed for use and a footnote urges "USE REVERSE SIDE."
- b. As you suspected a great number of offices type the months and dates on the Forms No. 108. Attached is a list of some 30 offices I found to be typing on the forms. This list is not Agencywide since the survey covered only 1500 of some Some offices typed forms for only one safe while some did as many as 15. One office dittos its dates.
- c. Many offices do not use the last two columns of the Security Check Sheet (Form No. 108). Some offices, such as the General Counsel, ignore the last column entirely, many others skip it over one third of the time.
- d. The building name is not filled in on many of the Forms No. 108 and the Office name is omitted on over half of the forms. A room number is useless without an office or building name. Some forms don't even have the room or the safe numbers on them. Security considerations shouldn't influence building, room or safe numbers. Next Printing might use "Building" instead of "Office."
- e. Forms Management Branch may be interested in the fact that I found several forms being used in lieu of the Security Check Sheets (#108) and Security Officer Check Sheets (#109):
 - (1) Nine different mimeographed forms are used daily by the GG Division, Bldg. 11 in lieu of Form No. 109.
 - (2) Two different mimeographed forms are used daily by the Printing Services Division, , instead of 109s.
 - (3) One dittoed "Area Security Certificate" is attached each day to the Forms 109 or 3808 turned in by the Medical Staff, Central Bld.
 - (4) An unidentified office in K Building uses a Form No. 106, dated 1 Feb. 55 instead of 109s. Some of the rooms are 2020, 2102, 2202, 2305, 2314 K Bldg, and 2709 L. Bldg.

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- (5) An unidentified office uses a dittoed form which lists 11 safes in a column and follows each with 31 squares. A check mark is made daily as each safe is checked. The office name and address are unknown but the safes listed are: 7601, 7678, 7602, 7648, 7614, 7645, 7659, 3565, 3329, 3554, and 7679.

2. I think a Support Bulletin article might help clarify the intended use of Forms 108 and 109. The Regulation is not very specific. Such an article would need Security coordination but I got the feeling that they are not too interested in these forms. They would like to have the originating offices destroy them, except that such action would have a bad effect on the general security consciousness. Only the "Remarks" section on Form 109 is checked daily by the Night Security Officers in Physical Security in search of defective equipment. These forms are destroyed by Security soon after receipt.

3. The above information is yours for whatever use or action you may wish. I would be pleased to help with any Support Bulletin article you might want.



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